

How do I register for a site?

How to Register

- 1) Click **Create New Account**
- 2) Required Information:
 - First Name
 - Last Name
 - Email
 - Phone
 - Password/Confirm Password
 - Select **REGISTER**
- 3) This will register your account, but you'll have to be confirmed by a campus administrator, once you've returned to the main menu, click the three dot ellipsis in the upper right hand corner of the screen and select, **Access**.
- 4) This will bring up a list of available institutions, sorted by institutional abbreviation. Select the institution you belong to and will be working with. (If you're part of a Main Campus/Branch System, you'll need to repeat this step for each campus.)
- 5) After clicking the radio button next to your desired institution, click on **SUBMIT REQUEST** at the bottom of the screen.
- 6) You will then need to wait for approval to be able to proceed.

Submitting An Application

- 1) Once your access has been approved, return to the Application and Login again using the email and password you used when you first started the registration process.
- 2) After logging in, you'll have a dropdown menu that allows you to select the institution you'll be submitting an application for.
- 3) After selecting your institution, you'll then select the Application type.

MORE COMPLETE INSTRUCCIONES WILL FOLLOW – CHECK BACK LATER